



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
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LYNN T. BESHEAR  
COMMISSIONER

**EMPLOYMENT OPPORTUNITY – REVISED ANNOUNCEMENT**

<b>JOB TITLE:</b>	Community Services Specialist IV (Behavioral & Psychological Evaluator)	<b>NUMBER:</b> 18-08
<b>JOB CODE:</b>	T4000	<b>DATE:</b> 05/24/2019
<b>SALARY RANGE:</b>	78 (\$49,190.40 - \$74,868.00)	<b>PCQ#:</b> 8820348
<b>JOB LOCATION:</b>	Department of Mental Health Region I Community Services 401 Lee Street, Northeast Decatur, AL 35601	

**MINIMUM QUALIFICATIONS:**

- Master's degree, or higher, in Psychology with coursework in the administration of psychological testing.
  - 72 months or more experience in a human services field, including:
  - 24 months or more experience in a supervisory or administrative capacity.
- OR**
- Applicants with certification or licensed to administer psychometric tests to persons having or appearing to have intellectual disabilities may qualify with a Master's degree in Social Work or a human services field.
  - Experience as outlined above.
  - ***Preference will be given to applicants with experience administering psychometric tests to persons having or appearing to have intellectual and/or developmental disabilities.***

*Human Service field includes the following disciplines: Social Work, Psychology, Criminal/ Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.*

**KIND OF WORK:**

- Serves as the Behavioral & Psychological Evaluator.
- Provides psychometric and psychological testing to individuals with intellectual and/or developmental disabilities (I/DD).
- Reviews behavior support plans related to requests for special staffing.
- Prepares documents, reports, and statistical data for HCBS and regulatory compliance.
- Provides audits of provider compliance with the PCP, POC, & IRBI, and reporting results to the Community Service Director.
- Oversees the eligibility determination process through direct supervision of the Waiting List Coordinator.

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- Performs the role of Community Service Director during their absence.
- Performs work under the general supervision of the Community Services Director and is reviewed for program effectiveness.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Psychological Testing, Assessments, and Psychometric Tests.
- Knowledge of community service agencies in relation to people with I/DD.
- Knowledge of clinical dynamics of persons with I/DD.
- Knowledge of state, local, and federal funding sources and regulations.
- Knowledge and ability to analyze data and develop plans for program development.
- Ability to conduct Psychological/Psychometric Tests.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain positive relationships with individuals, families, agency representatives, and the general public.
- Ability to provide guidance and support to individuals, families, and community providers.
- Ability to effectively intervene in crisis situations.
- Ability to provide training and technical assistance in the area of expertise.
- Ability to effectively supervise professionals and coordinate with community providers.
- Ability to understand and interpret appropriate standards, policies, and regulations.
- Ability to organize, plan and implement work in an independent manner, with intermittent general or administrative supervision.

**METHOD OF SELECTION:** Applicants will be rated based on an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

**DEADLINE: Until Filled**

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